

CLASS TITLE:

**CHIEF OF MOTOR POOL
AND MAINTENANCE**

Class Code: 02292500

Pay Grade: 26A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for a comprehensive Motor Pool and Maintenance program; to plan, organize, coordinate and direct the work of a staff engaged in various maintenance and Motor Pool activities; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to existing policy and for results obtained.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the activities of a staff engaged in program of Motor Pool, group homes and maintenance.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, coordinate and direct a Motor Pool program involving: general transportation, ambulance service, bus service, truck service for the movement of supplies and a central repair garage.

To coordinate the projected usage of vehicles by various units and establish priorities for vehicle usage.

To plan the utilization of vehicles in order to maximize efficiency and to conserve fuel and manpower.

To manage waste removal program for site and coordinate operation of outside contractor(s).

To plan, organize, coordinate and direct a maintenance program involving both institutional and community facilities.

To coordinate maintenance operations with other state Departments.

To be available on 24 hour call for transportation or maintenance issues.

To identify and procure surplus equipment and make use of it in maintenance and motor pool operations.

To recommend improvements to the grounds and group home sites.

To keep records of work in progress and projections.

To prepare manpower and equipment utilization reports.

When necessary, to operate various trucks and motor equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices and procedures necessary to direct and coordinate a central Motor Pool program; a thorough knowledge of maintenance programs; a working knowledge of supervisory techniques and practices; the ability to formulate and present recommendations for improvements and increased efficiency; the ability to prepare special and reoccurring reports; the ability to maintain effective working relationships with subordinates and various departmental officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a supervisory capacity in the areas of Motor Pool and maintenance programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 25, 1993

Editorial Review: 3/15/2003